
External Advisory Committees for Units Within the University

The purpose of this PM is threefold:

1. To support the interests of units of the university in having advisory committees composed predominantly of extramural, specialized business, professional or community leaders pertinent to their programs, functions, or outreach efforts;
2. To establish a campus-wide process for university approval of proposals for the establishment and selection and appointment of members of all such committees;
3. To initiate the development and maintenance of a central record of all such external advisory committees or groups and their members to assist the campus in understanding the strengths and needed improvements in its external relationships.

Procedures to achieve these purposes are as follows:

1. Any unit seeking to establish such an external advisory committee should prepare a proposal addressing the purpose, functions, and terms of membership and forward the proposal through its cognizant vice president. Plans for membership should reflect the diversity of our region.
2. The cognizant vice president will review all proposals and forward them with recommendations to the President.
3. The President, after review with the Executive Committee*, will formally approve or disapprove the proposal.
4. Units with approved proposals will recommend appointment of members as specified in the proposal through the cognizant vice president to the President, providing appointment letters for the signature of the President.
5. The Office of University Relations will maintain a computer-based file of all external advisory committees and current members.

Some units have such advisory committees in place. It is the responsibility of the unit head to submit information on any existing committees through the cognizant vice president by May 29, 1987.

***Currently, the Operations Group**